

# Milwaukee County - Printing a Personalized FSA Claim Form

Access your benefit information at  
**www.county.milwaukee.gov**

Click the link: **Milwaukee County Employees**  
Select the link for **Benefit Enrollment**

Using the internet to enroll is easy and safe! Our secured website is set up to take you automatically through each of the following steps:

- STEP 1** **Log On to Main Menu**  
The website will prompt you to enter your **User ID** and your **Password**.
- Your **User ID** is 1083 plus your clock number, for example 1083199199. Your **Password** is the last four digits of your Social Security Number. This will be your password unless you change it using the "Change Password" option on the home page.
  - If your password does not work, call the County Help Desk at (414) 278-7819.

- STEP 2** From the **Personalized Communications** section select
- Claim Form

- STEP 3** Your **Personalized FSA Claim Form** contains:
- ✓ Your name, address, city/state/zip
  - ✓ Your **participant ID** (a unique, non-personal information id number to help Ceridian match your form to your account)
  - ✓ the toll-free **Fax Number** (or a street address) where to send your claims
  - ✓ a toll-free number for assistance
  - ✓ Spaces for your claim information

**Note:** Be sure to include your receipts when submitting your claim form!

You may print and copy this document for your use.

*If your address is not correct, contact your local HR/Payroll clerk or correct it in the Self-Service system.*

**You're done!** Close the window with the FSA form, and logout of the system.

